

COMMERCE SMALL PURCHASES SYSTEM (CSPS)  
PROCUREMENT DESK PROCEDURES

**16. Set Up/Maintain Vendors**

- |             |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16.1</b> | <b>Introduction</b>               | This procedure describes how to setup and maintain accurate vendor data for purchasing and reporting disbursement purposes. The vendor data is entered via the CSPS Vendor Maintenance Screen (PM002).                                                                                                                                                                                                                                                                                                                                                                 |
| <b>16.2</b> | <b>Who Performs the Procedure</b> | Designated finance and/or procurement personnel will be responsible for entering and maintaining vendor information.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>16.3</b> | <b>Initiating the Process</b>     | Entering a vendor begins when procurement intends to make an award to a vendor that does not exist in the CFS vendor database. A Vendor Profile Form has been developed to facilitate gathering the necessary information from the prospective vendor. (See attachments #1 and #2, at the end of this section.) This information shall be obtained before the system will allow the vendor to receive an award. Procurement is responsible for obtaining the information for these vendors, who are not currently in the system, to whom Procurement award is pending. |
| <b>16.4</b> | <b>Accessing the System</b>       | From the Main Menu, select Maintenance. From the Maintenance menu, select Procurement. From the Procurement menu, select PM002 - Vendors . Follow the steps below to complete PM002.                                                                                                                                                                                                                                                                                                                                                                                   |

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- 16.5 Creating a New Vendor** This procedure describes the steps necessary to create a new vendor on PM002.

## *PM002 - Vendor Maintenance Screen*

The screenshot shows the 'Vendor Maintenance Screen (PM002)' with the following fields and controls:

- VENDOR NO:** 1
- NAME:** FEDERAL EXPRESS CORPORATION
- DIVISION:** (empty)
- CODE:** ESPS
- TYPE:** C
- Foreign?** (checkbox, unchecked)
- FED AGENCY:** NONE
- FOB POINT:** DESTIN
- Active?** (checkbox, checked)
- DATES:**
  - ORIGIN:** 18-JUL-1997
  - LAST ORDER:** (empty)
  - LAST INVOICE:** (empty)
- CLASSIFICATIONS:**
  - BUSINESS SIZE:** S (selected), L, U
  - MINORITY OWNED:** Y (selected), N
  - WOMAN OWNED:** Y (selected), N
- ADDRESS INFORMATION:**

| ID | TYPE   | ADDRESS NAME                | CONTACT        |
|----|--------|-----------------------------|----------------|
| 1  | PURCH  | FEDERAL EXPRESS CORPORATION | ALYCE A. SELBY |
| 2  | PAYMNT | FEDERAL EXPRESS CORPORATION | ALYCE A. SELBY |
|    |        |                             |                |
|    |        |                             |                |
|    |        |                             |                |
|    |        |                             |                |
- ADDITIONAL INFORMATION:**
  - COM PARENT
  - TERMS
  - NOTES
  - ASSIGN
  - NEW ADDRESS
- Footer:** \*\*\* DoubleClick 'TYPE' for Address Details
- CANCEL** button

| STEP | ACTION                                                                                                                                                                                                                          |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | The <b>VENDOR NO</b> is a system generated field.                                                                                                                                                                               |
| 2.   | Enter the Vendor name in the <b>NAME</b> field.                                                                                                                                                                                 |
| 3.   | In the <b>DIVISION</b> field, enter the relevant division, or leave blank.                                                                                                                                                      |
| 4.   | In the <b>CODE</b> field, enter the vendor s code:<br><br>Note: Any combination of characters and digits may be entered here. Verify that the code being inputted does not exist for another vendor by executing a query on it. |
| 5.   | The <b>INTERFACE</b> field functionality is currently not used.                                                                                                                                                                 |

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| STEP                                | ACTION                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.                                  | In the <b>TYPE</b> field, double click on the field or press <b>enter</b> to access a list of vendor size/type codes. Select the correct code from this list.                                                                                                                                                |
| 7.                                  | In the <b>FOREIGN</b> field, indicate that a vendor is a foreign vendor by clicking the field using the mouse or by pressing the space bar. If the vendor is not a foreign vendor, tab through the field.                                                                                                    |
| 8.                                  | If a vendor is a Federal Agency then double click in the <b>FED AGENCY</b> field, or press <b>enter</b> to access a list of Federal Agency Codes. Select the code which corresponds to the Federal Agency of this vendor, and if the vendor is not a Federal Agency, this field should be <b>NONE</b> .      |
| 9.                                  | In the <b>FOB</b> field, enter either <b>ORIGIN</b> delivery at vendor s loading dock or <b>DESTIN</b> for delivery at destination (FOB shipping point/FOB destination). The entry will be determined by the point of title passage that is agreed to with the vendor. The field defaults to <b>DESTIN</b> . |
| 10.                                 | In the <b>ACTIVE</b> field, click on the field or press the space bar to insert a check and indicate that this vendor code is active and available for use.                                                                                                                                                  |
| 11.                                 | The <b>ORIGIN</b> , <b>LAST ORDER</b> and <b>LAST INVOICE</b> fields are all system generated.                                                                                                                                                                                                               |
| 12.                                 | In the <b>BUSINESS SIZE</b> field, record the size of the vendor. Select <b>S</b> for small, <b>L</b> for Large, or <b>U</b> for unknown.                                                                                                                                                                    |
| 13.                                 | The <b>MINORITY OWNED</b> field indicates if the business is minority owned. Select <b>Y</b> for yes or <b>N</b> for no.                                                                                                                                                                                     |
| 14.                                 | The <b>WOMAN OWNED</b> field indicates if the business is woman owned. Select <b>Y</b> for yes or <b>N</b> for no.                                                                                                                                                                                           |
| <b>Additional Information Block</b> |                                                                                                                                                                                                                                                                                                              |
| 15.                                 | <p>Click the <b>COM PARENT</b> field to enter information about a common parent.</p> <p>a. In the <b>TIN</b> field, type in the TIN number for the common parent, if applicable.</p> <p>b. In the <b>NAME</b> field, type in the name of the common parent, if applicable.</p>                               |

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| STEP | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.  | <p>Click the <b>TERMS</b> field to enter default payment terms for the vendor. Two sets of default payment terms can be established for each vendor</p> <p>a. Tab through the <b>NET DAYS</b> field to select the default value of “30” days or enter a new value. Net payment terms are generally 30 days.</p> <p>b. In the <b>DISCOUNT TYPE</b> field:</p> <ul style="list-style-type: none"> <li>- If the discount offered by the vendor is a percentage, click “PCT” in this field. Record the percentage in the adjacent field.</li> <li>- If the discount offered by the vendor is a dollar amount, click “AMT” in this field. Record the dollar amount in the adjacent field.</li> <li>- If no discount is offered, tab through these fields.</li> </ul> <p>c. To override the default in the <b>W/IN DAYS</b> field, enter the number of days in which the invoice has to be paid in order to take advantage of the discount.</p> |
| 17.  | <p>In the <b>NOTES</b> field, type notes or comments about the vendor. When finished, click the “OK” button</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 18.  | <p>Click the <b>ASSIGN</b> field to enter assignment information for the vendor.</p> <p>a. Click on the field or press the space bar to insert a check in the <b>ASSIGN ALL?</b> field. This flag indicates that all payments must be made to assignee(s) such as the IRS. The specific assignment address can then be selected on the “Vendor Invoice Transaction Screen” (PM003). Otherwise, if this field is not checked, then all payment and assignment addresses will appear on PM003.</p> <p>b. The <b>DATE</b> field will default to the current date when the <b>ASSIGN ALL?</b> box is checked. Modify the default date if necessary.</p> <p>c. The <b>ACCOUNT</b> field is optional and can be used to enter an account number.</p>                                                                                                                                                                                            |

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**Vendor Address Information (PM002)**

Vendor No **1** ID **1** Type **PURCH**

Name **FEDERAL EXPRESS CORPORATION**

Address **P.O. BOX 1140**

City **MEMPHIS** St/Pr **TN** Zip **38116** Country **US**

Contact **ALYCE A. SELBY** Phone **901-360-7386** Fax **901-360-7024** Date **01-APR-1998**

☒ **ACTIVE ?**

Reporting ID  
Entity Type **CORP** TIN No **71-0427007** DUNS **058070459**

1099 Reporting  
☒ **W-9 Rec'd ?** Form 1099: Type **MISC**  
☐ **W/H Rec'd ?** Issued

1042 Reporting  
☐ **1042 req'd ?** Issued  
Income **NONE** Exemption **NONE**  
Recipient Type **NONE**

Payment Reporting  
Method **EFT** Exchange Code **US**  
ABA No **071000013** Acct No **5125049**  
Type **D** Pre notify **N** ☒ **Prompt Pay ?**

**NOTES** **PREV** **CANCEL**

| STEP                      | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Address Screen</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>19.</b>                | Click the <b>NEW ADDRESS</b> field to enter address information for the vendor. The system allows different types of addresses (e.g., purchasing, payment, and assignment addresses) to be established for each vendor. These addresses are distinguished by the address TYPE which can then be PURCH, PAYMNT, or ASSIGN. The system also allows more than one address of a certain type to be established (e.g., multiple addresses of type ASSIGN). |

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| STEP | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>As stated earlier, designated procurement personnel will be responsible for establishing both purchasing, payment, and assignment addresses for new procurement vendors. The steps below outline the process to enter an address of type PURCH. The exact same steps would then need to be repeated to enter an address of type PAYMNT or ASSIGN.</p> <ol style="list-style-type: none"> <li>a. <b>VENDOR NO</b> and <b>ID</b> are system generated based upon the first page of PM002.</li> <li>b. In the <b>ADDRESS TYPE</b> field, double click to access a list of valid address types. Choose the appropriate code for this vendor from the following list: <ul style="list-style-type: none"> <li>ASSIGN - Assignee Payment Address</li> <li>PAYMNT - Remit Payment Address</li> <li>PURCH - Purchasing Address</li> </ul> </li> <li>c. The <b>NAME</b> field value is automatically generated from the <b>NAME</b> field on the first window, but can be overridden.</li> <li>d. In the <b>ADDRESS</b> fields, type in the vendor s address.</li> <li>e. In the <b>COUNTRY</b> field, enter the code for the country of the vendor s address. Double click to access the list of valid codes.</li> <li>f. In the <b>ST/PR</b> field, enter the code for the state or province of this vendor s address. Double click to access the list of valid codes.<br/><br/>Note: <b>ST/PR</b> must be entered before the <b>CITY</b> field.</li> <li>g. In the <b>CITY</b> field, enter the name of the city of this vendor s address.</li> <li>h. In the <b>ZIP</b> field, enter the zip code (up to 10 characters) of this vendor s address.</li> <li>i. In the <b>ACTIVE</b> field, click on the field or press the space bar to insert a check and indicate that this vendor address is active and available for use.</li> </ol> |

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| STEP   | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------------|-------|---------------------------------------------|--------|------------------------------|------|-------------|------|------------------------------|-----|--------------------|-------|------------|-------|-----------------------------------------|--------|-------------|-----|-------------------------|--------|---------------------|-------|--------------------------------------|
|        | <p>i. In the <b>CONTACT</b> field, enter the Point of Contact for this vendor.</p> <p>j. In the <b>PHONE</b> field, enter the phone number for this vendor. If the phone number is unavailable, leave this field blank.</p> <p>k. In the <b>FAX</b> field, enter the fax number for this vendor. If the fax number is unavailable, leave this field blank.</p> <p>l. In the <b>ENTITY TYPE</b> field, double click on the field to select from a list of valid entity type codes. Choose from the following:</p> <table> <tr> <td>AGRIC</td><td>Account with Dept of Agriculture (State/Local)</td></tr> <tr> <td>ASSOC</td><td>Association, Club, Religious, Charitable...</td></tr> <tr> <td>BROKER</td><td>Broker or Registered Nominee</td></tr> <tr> <td>CORP</td><td>Corporation</td></tr> <tr> <td>CUST</td><td>Custodian Account of a Minor</td></tr> <tr> <td>FED</td><td>Federal Government</td></tr> <tr> <td>INDIV</td><td>Individual</td></tr> <tr> <td>JOINT</td><td>Joint Account (Two or More Individuals)</td></tr> <tr> <td>PARTSH</td><td>Partnership</td></tr> <tr> <td>REV</td><td>Revocable Savings Trust</td></tr> <tr> <td>SOLEPR</td><td>Sole Proprietorship</td></tr> <tr> <td>VALID</td><td>Valid Trust, Estate or Pension Trust</td></tr> </table> <p>m. In the <b>TIN No</b> field:<br/>If this vendor is a <b>FED</b> vendor type, leave this field blank.<br/>If this vendor is a type other than <b>FED</b> , enter the Tax Identification Number (TIN). <u>Note: If this vendor is a private citizen, the TIN is the individual s social security number.</u></p> | AGRIC | Account with Dept of Agriculture (State/Local) | ASSOC | Association, Club, Religious, Charitable... | BROKER | Broker or Registered Nominee | CORP | Corporation | CUST | Custodian Account of a Minor | FED | Federal Government | INDIV | Individual | JOINT | Joint Account (Two or More Individuals) | PARTSH | Partnership | REV | Revocable Savings Trust | SOLEPR | Sole Proprietorship | VALID | Valid Trust, Estate or Pension Trust |
| AGRIC  | Account with Dept of Agriculture (State/Local)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| ASSOC  | Association, Club, Religious, Charitable...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| BROKER | Broker or Registered Nominee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| CORP   | Corporation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| CUST   | Custodian Account of a Minor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| FED    | Federal Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| INDIV  | Individual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| JOINT  | Joint Account (Two or More Individuals)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| PARTSH | Partnership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| REV    | Revocable Savings Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| SOLEPR | Sole Proprietorship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |
| VALID  | Valid Trust, Estate or Pension Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                                                |       |                                             |        |                              |      |             |      |                              |     |                    |       |            |       |                                         |        |             |     |                         |        |                     |       |                                      |

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| STEP | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>n. In the <b>DUNS</b> field, type in the valid DUNS number for the vendor. The number must contain nine digits and pass a validation test that this is a valid DUNS number.</p> <p>o. In the <b>W-9 RECV D</b> field, press the space bar or click the box if a W-9 form has been received from this vendor. Otherwise, leave this field blank.</p> <p>p. In the <b>W/H REQ D</b> field, press the space bar or click the box if a 1099 withholding amount should be deducted from payments to this vendor. Otherwise, leave this field blank.</p> <p>Note: 1099 withholding is made in two situations. 1) If a TIN No has not been supplied or 2) If IRS dictates that a withholding should be made. Currently, in the system withholding does not occur, but it will be in the future.</p> <p>q. In the <b>FORM 1099 TYPE</b> field, double click to access a list of valid codes indicating the type of 1099 to be issued for this vendor. Choose from the following:</p> <p style="margin-left: 40px;"> DIV - 1099-DIV (Dividends)<br/> GOVT - 1099-G (Discharge of Indebted)<br/> INT1099 - INT (Interest Payments)<br/> MISC * - 1099-MISC (Miscellaneous)<br/> NONE - None Required<br/> RETIRE - 1099-R (Retirement Plan Distribution) </p> <p>Note: a 1099 Form is issued for a corporation or individual if services of greater than \$600 have been rendered.</p> |



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| STEP   | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |                       |     |                           |        |                                                 |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------|-----|---------------------------|--------|-------------------------------------------------|
|        | <p>r. The <b>ISSUED</b> field is automatically populated with the last date a Form 1099 was issued to the vendor.</p> <p>s. In the <b>FORM 1042</b> fields:<br/>If the country code entered in the <b>COUNTRY</b> field above is “US,” tab through all of the <b>FORM 1042</b> fields up to and including <b>RECIPIENT TYPE</b>. Fields default to ‘N’.</p> <p>If the country code entered in the <b>COUNTRY</b> field above is not “US,” follow instructions (i) through (v) below:</p> <p>(i) In the <b>REQ</b> field, enter a ‘Y’.</p> <p>(ii) Tab through the <b>ISSUED</b> field. The last date that a Form 1042 was issued to a vendor will automatically appear in this field.</p> <p>(iii) In the <b>FORM 1042 CODES: INCOME</b> field, double click to select a valid code from the list of 1042 Income Codes.</p> <p>(iv) In the <b>EXEMPTION</b> field, double click to select a valid code from the list of exemptions.</p> <p>(v) In the <b>RECIPIENT TYPE</b> field, double click to select a valid code from the list of 1042 Recipient Types.</p> <p>Note: the 1042 Form is the equivalent of a 1099 Form for Foreign vendors.</p> <p>t. In the <b>PAY METHOD</b> field, double click to access a list of valid payment method codes. Choose from the following:</p> <table data-bbox="500 1528 1305 1642"> <tr> <td>CHECK</td><td>Treasury Check Issued</td></tr> <tr> <td>EFT</td><td>Electronic Funds Transfer</td></tr> <tr> <td>SF1081</td><td>Voucher and Schedule of Withdrawals and Credits</td></tr> </table> | CHECK | Treasury Check Issued | EFT | Electronic Funds Transfer | SF1081 | Voucher and Schedule of Withdrawals and Credits |
| CHECK  | Treasury Check Issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |                       |     |                           |        |                                                 |
| EFT    | Electronic Funds Transfer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |                       |     |                           |        |                                                 |
| SF1081 | Voucher and Schedule of Withdrawals and Credits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                       |     |                           |        |                                                 |

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| STEP | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>u. In the <b>EXCHANGE CODE</b> field, double click to access a list of valid exchange rates. Choose the appropriate exchange rate based upon the vendor provided information.</p> <p>v. If the payment method selected in the <b>PAY METHOD</b> field is <u>not</u> “EFT,” skip to ‘Step w’ below.</p> <p>If the payment method selected in the <b>PAY METHOD</b> field is “EFT,” follow the steps below:</p> <p>(i) In the <b>ABA NO</b> field, enter this vendor’s bank ABA routing number for EFT transactions.</p> <p>(ii) In the <b>TYPE</b> field, double click to access a list of valid account types. Choose from the following:</p> <p style="margin-left: 40px;">D Demand Account (Checking or lockbox)<br/>S Savings Account</p> <p>(iii) In the <b>PRE NOTIFY</b> field, double click to access a list of valid values. Choose from the following:</p> <p style="margin-left: 40px;">N No Pre-notification<br/>P Pre-notification.</p> <p>Note: Currently due to system limitations, input ‘N’ into this field until told otherwise.</p> <p>w. In the <b>PROMPT PAY</b> field, press the space bar or click the mouse if this vendor is subject to the terms of the Prompt Payment Act. Otherwise, leave this field blank.</p> |
| 20.  | Click the “PREV” button to return to Page 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 21.  | Click the “Exit” icon on the toolbar to exit out of this screen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

COMMERCE SMALL PURCHASES SYSTEM (CSPS)  
PROCUREMENT DESK PROCEDURES

**ATTACHMENT # 1**  
**CAMS PAYMENT PROFILE FORM**



**THE INFORMATION RECORDED ON THIS FORM WILL BE CONSIDERED PRIVACY INFORMATION FOR FINANCE USE ONLY.**

Reason for completing form:

☐ New Registration      ☐ Change to Existing Information

What type of Payee are you (select one):

☐ NOAA/BXA Employee (Special Payment Instructions)      ☐ Invitational Traveler  
☐ NOAA Corps Employee      ☐ Individual Contractor  
☐ Federal Employee (Other than NOAA/BXA/NOAA Corps)      ☐ Foreign Trainee  
Specify Agency: \_\_\_\_\_

Name and Home Mailing Address:

Name \_\_\_\_\_  
Address line 1 \_\_\_\_\_  
Address line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Work Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Internet E-Mail Address (If Applicable) \_\_\_\_\_

What is your Taxpayer Identification Number (TIN)? We are required by law to obtain a Taxpayer Identification Number when making a reportable payment to you. If you fail or refuse to provide us with this information, your payments may result in a 31% federal income tax withholding.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The Debt Collection Improvement Act of 1996, effective July 26, 1996, mandates the use of Electronic Funds Transfer (EFT) for all Federal payments to recipients who become eligible to receive such payments. Federal agencies must grant waivers for this mandate to recipients who certify in writing that they do not have an account with a financial institution. Please select one of the following payment methods:

☐ EFT (Automated Clearing House Payments (ACH))      ☐ Check (must submit waiver in writing)

Please provide the following financial information for EFT payments.  
(The ACH Coordinator at your financial institution can supply you with this information)

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Nine Digit Routing/Transit Number (ABA#) \_\_\_\_\_

Type of Account: (select one)

☐ Checking      Account Number \_\_\_\_\_  
☐ Savings      Account Number \_\_\_\_\_  
☐ Lockbox      Account Number \_\_\_\_\_

Certification - Under penalties of perjury, I certify that the information which I have provided on this form is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMERCE SMALL PURCHASES SYSTEM (CSPS)  
PROCUREMENT DESK PROCEDURES

**ATTACHMENT # 2**  
**VENDOR PROFILE INFORMATION**



The purpose of this form is to provide mandatory award and payment information for NOAA. This information is required as set forth in FAR 52.232-33, *Mandatory Information for Electronic Funds Transfer Payment*, the Debt Collection Improvement Act of 1996, and the Taxpayer Relief Act of 1997. NOAA will use the information only for the purposes stated in the references cited above and will restrict access to the data to authorized personnel who will use it only for the specified purposes. Until this information is received, our payment office will not make any payments.

Please check one: ☐ NEW ☐ CHANGE (please complete bolded areas only, along with your changes)

**NAME: Legal Name** \_\_\_\_\_

Parent Company Name (if applicable) \_\_\_\_\_

Division/subunit \_\_\_\_\_

Acronym or shortened name \_\_\_\_\_ (8 characters/digits or less)

What type of Vendor are you (select one):

☐ Small Disadvantaged Business

☐ Other Small Business

☐ Large Business

☐ JWOD Non-Profit Agency

☐ Non-Profit Educational Organization

☐ Non-Profit Hospital

☐ Federal Government

☐ Other Non-Profit Organization

☐ State/Local Government - Educational

☐ Individual

☐ State/Local Government - Hospital

☐ Other State/Local Government

☐ Foreign Contractor

☐ Domestic Contractor Performing Outside US

☐ Tribal Government

☐ HBC/U or Mi

☐ Private University

DOC/NOAA customer account number \_\_\_\_\_ (if any)

Foreign Corporation Yes ☐ No ☐

Minority Owned and Operated Business Yes ☐ No ☐

Women Owned and Operated Business Yes ☐ No ☐

**Taxpayer Identification Number (TIN)\***

**SSN (individual/sole proprietorship)** \_\_\_\_\_

**EIN (Corporation/partnership/sole proprietorship with one or more employees)** \_\_\_\_\_

**# of parent company** \_\_\_\_\_

**# of Division/subunit** \_\_\_\_\_

**DUNS # (commercial vendors only)** \_\_\_\_\_

\* The Taxpayer Identification Number (TIN) is required by law. If you fail to provide us with this information, your payments may be subject to income tax withholding.

Type of Entity/Account applicable to the TIN. (See Form W-9 Request for Taxpayer Identification Number & Certification, Specific Instructions Section). Select One:

Broker or Registered Nominee

Partnership

Revocable Savings Trust

Association, Club, Religious,  
Charitable, Educational, or other  
tax exempt organization

Corporation

Sole Proprietorship

Custodian Account of a minor

Account with the Dept of Agriculture  
in the name of a public entity (such  
as State/Local Government, School  
District, or Prison)

Individual

Federal Government

Valid Trust, Estate, Pension  
Trust

Joint Account (Two/more  
Individuals)

Do you require payment in foreign currency? Yes ☐ No ☐ Type of currency? \_\_\_\_\_

Please indicate the type of products you provide to NOAA.

**COMMERCE SMALL PURCHASES SYSTEM (CSPS)  
PROCUREMENT DESK PROCEDURES**

Services Only \_\_\_\_\_ Goods Only \_\_\_\_\_ Goods/Services \_\_\_\_\_

ADDRESS: Individual/ Business/Organization's sales address and point of contact

Name \_\_\_\_\_  
Address line 1 \_\_\_\_\_  
Address line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Internet E-mail address \_\_\_\_\_

If payment remittance address is different than the sales address, please provide it below

Name \_\_\_\_\_  
Address line 1 \_\_\_\_\_  
Address line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Internet E-mail address \_\_\_\_\_

**ELECTRONIC FUNDS TRANSFER (EFT):**

The Debt Collection Improvement Act of 1996 mandates the use of EFT for all Federal payments to recipients who become eligible to receive such payments 90 days after enactment, which was July 26, 1996. Federal agencies may grant waivers for this mandate to recipients who certify in writing and send to the Finance office stating that they do not have an account with a financial institution. Please select one of the following payment methods:

1. \_\_\_\_\_ EFT (Automated Clearing House Payments (ACH))
2. \_\_\_\_\_ Check (must submit request for waiver in writing to the Finance Office, along with this form)
3. \_\_\_\_\_ OPAC (Federal Agencies only)

If line 1 was checked above, please provide the following financial information for EFT payments.  
(The ACH Coordinator at your financial institution can supply you with this information)

Financial Institution Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
ACH Coordinator Name \_\_\_\_\_ Phone \_\_\_\_\_  
Nine Digit Routing/Transit Number (ABA#) \_\_\_\_\_  
Account Title \_\_\_\_\_

Type of Account: (select one)

\_\_\_\_\_ Checking    Account Number \_\_\_\_\_  
\_\_\_\_\_ Savings    Account Number \_\_\_\_\_  
\_\_\_\_\_ Lockbox    Account Number \_\_\_\_\_

I certify that the information which I have provided on this form is correct.

Name (type or print) \_\_\_\_\_ Title \_\_\_\_\_ Phone# \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_